

INTERNATIONAL CITY MANAGERS' ASSOCIATION  
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## POLICE RULES AND REGULATIONS

This city is revising its police rules and regulations. What information should be included and in what form should the material be issued?

Police "rules and regulations" is a term generally applied to a pocket-size book furnished policemen and containing a wide assortment of information. While there is no standard practice in this country either as to form or content of the manual, most police departments including those of Chicago and New York have one manual or rule book which serves both as a duty manual and as a book of instructions. Recently, however, steps have been taken in a few cities to separate the two major types of material, and also toward issuing the instruction book in the form of separate manuals of operating procedure for the principal units of the department.

Basic Manual. The basic manual in most police departments contains such rules and regulations as: (1) outline of aims and ideals of the organization and advice to recruits; (2) organization and administration, showing different divisions, bureaus, and sections and their general functions and relationships; (3) ranks and grades of commanding and supervisory officers, their lines of authority and responsibility and general duties; (4) personnel procedure, setting forth oath, probation, training, disciplinary procedure, furloughs, transfers, sick leave, injuries in service, health measures, promotions, resignations, merit and rating system, and pension data; (5) list of departmental and personal "regulation equipment" and regulations concerning its use and care (space need not be taken for detailed description of the items of equipment; such specifications may be kept on file by the departmental personnel officer for reference); (6) report writing and routing instructions, including reference to specific forms and their purposes; (7) list of other governmental agencies and their relationship to the police service; (8) in smaller departments--synopsis of procedure for general office and field practice; in larger departments--reference to information contained in the procedure manuals (discussed below) which govern procedure in the operating units of the department.

Recent Trends. An extension of this basic manual is to make the material available in two volumes: (1) rules and regulations relating to organization, rules of conduct, and responsibilities of the ranks, similar to manuals of cities of moderate size; and (2) a manual of instructions containing procedures of units and detailed responsibilities of ranks, methods of operating, or specifications of how the job shall be done.

The so-called manual of instructions, as it is being developed in Berkeley and Los Angeles, consists of a procedure manual for each of the operating units of the department. Depending upon size of the department, two or more manuals may be combined. These manuals describe the functions and organization of the units. These manuals, containing a list of duties, rules, policies, and detailed procedure, consist of the following:

1. Patrol Procedure Manual. This may contain definitions of crimes; procedure in patrolling business and residential areas; in identifying and securing evidence; in making arrests; in court appearances; tactics in apprehensions; control of crowds; routine duty methods; crime prevention techniques for patrolmen;

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interrogation of principals and witnesses; courtesy and public relations; first aid methods, and similar procedures.

2. Traffic procedure Manual. Similar treatment of procedures for traffic personnel.

3. Detective Procedure Manual. Extensions of the patrol procedure manual with particular reference to investigations of major crimes, modus operandi, specialized treatment of evidence; property recovery; intra and inter-departmental coordination.

4. Juvenile Procedure Manual. Relates to procedures for the division charged with juvenile control or crime prevention.

5. Records Procedure Manual. Relates to functions in the records operation including identification activities, communications, jail, and other service units of the department.

6. Personnel Procedure Manual. Relates to the function of the departmental personnel officer, which are not performed by a central personnel agency. May contain details of ordinances and rules governing appointments, promotions, separations, and perhaps training.

A slightly different procedure has been followed by the police department of Wichita, Kansas, which is in the process of revising its manuals which have long been noted for their excellence. Wichita will put all rules in two booklets. One is the duty manual, which will incorporate all the various rules and regulations of the department applicable to all members, and also the specific duties of each and every classification in the department. The second manual, which is called a training manual, will include such data as general office and field practice and procedure, instructions on report writing and routing, and approved method of coping with various situations with which police officers come into contact during their tour of duty.

General Suggestions. Fundamentally there should be no difference between the rules and duties of the police in small and large cities. Police regulations, however, may be at great variance. If the manuals of other cities are used in preparing a manual and book of instructions in a given city, local conditions and state laws must be kept in mind. The manuals should be inexpensively prepared as they may be revised frequently; they should be properly indexed. An excellent plan is to make these books loose-leaf so that additional material can be inserted from time to time.

Revisions of manuals may be issued in the form of departmental general orders bearing consecutive serial numbers. General orders are directed to the department as a whole, and are of comparatively permanent nature. Special orders are issued to govern relatively temporary situations, the duration of which is often limited.

It is not advisable to put all of the material in one book of a size to fit the officer's pocket. In fact it is useless to have patrolmen carry any rules and regulations or manuals with them. Not only is it expensive to print such a book or books, but officer's pockets are already filled with other material which they must necessarily carry during their tour of duty. Patrolmen should never be allowed to go on duty until by examination it has been determined that they are thoroughly acquainted with the content of these manuals which govern them. An annual examination should be given all members of the department regardless of rank with a view of encouraging them to keep up-to-date.

(NOTE: This report has been prepared with the assistance of J.D. Holstrom, Chief of Police of Berkeley, California, and George W. Shepherd, Chief of Police at Wichita, Kansas. The Wichita Duty Manual will be available on request in March, 1946, and the Training Manual somewhat later.)